



Town of Leesburg Filming Permit Application

Leesburg Parks & Recreation Department
60 Ida Lee Drive NW • Leesburg, VA 20176
Phone: 703-777-1368 • Fax: 703-737-7165

All film and video production companies filming on public property in the Town of Leesburg are required to submit a Filming Permit Application along with relevant insurance documents. Complete all sections of this form. If a section of this form does not apply to you, indicate by entering "N/A" in the appropriate spaces. **Your application should be submitted at least five (5) business days prior to your first filming date. If your filming requires street closures or traffic control, the application must be submitted at least 30 days in advance.** If you have questions while completing this form, call Linda Fountain at 703-737-6052 or email her at lfountain@leesburgva.gov.

Contact Information

The film or video production company shall have a representative empowered with authority over the entire filming operation and all participants on-site at the filming location for the duration of permitted filming operations.

Name: _____

Title: _____

Company: _____

Street Address: _____

City, State, Zip: _____

Office Phone: _____

Mobile Phone: _____

Email Address: _____

Company Website: _____

Film Project

Name: _____

Type: _____

Description: _____

Requested Filming Locations: _____

Filming Start Date & Time: _____

Filming End Date & Time: _____

Will inclement weather affect your filming schedule? Yes No

Town of Leesburg Services Required

Parking Meters

Reservation (bagging) of parking meters in the downtown costs \$10 per day, per meter.

Are you requesting the reservation of any parking meters? Yes No

If yes, how many meters and where are they located? _____

Right of Way Permit

If your project involves filming in the public right-of-way, including on the public sidewalks, you will need a Right-of-Way Permit from the Public Works & Capital Projects Department. There is a \$100 fee for the Right-of-Way Permit (www.leesburgva.gov/rowpermit).

Street Closure and/or Traffic Control

The Leesburg Police Department will review your proposed filming locations and schedule to determine if street closures or traffic control measures are required. The cost is \$65 per hour, per officer. There is a 3-hour minimum charge. Additional charges may apply if barricades are required.

Describe needed street closures or traffic control measures: _____

Attach a map or site plan illustrating your request.

Use of Town Parks or Facilities

Depending on your filming requirements, there may be charges for the use of Town parks or exterior filming at other Town facilities. Requests to film inside Town facilities are considered on a case-by-case basis and fees will vary depending on the facility.

Town Parks/Facilities Needed: _____

Will you need exclusive exterior use of the park/facility? Yes No

If yes, indicate specific dates and times exclusive exterior use is requested:

Are you requesting to film inside a Town facility? Yes No

If yes, indicate specific dates, times and places interior filming is requested:

Additional Information

Additional approvals may be required or other charges may apply for the following items. ***If you are requesting approval for any of these items, you must attach a site plan with the location(s) of these requested items identified.***

	Yes	No	
Tents or canopies			Size/Number:
Portable toilets			Number:
Amplified sound			Number of speakers:
Generators			Number:
Portable lighting			Type/Number:
Stage or other temporary structure			Description:
Trailers			Size/Number:
Items left overnight			<i>If yes, you must provide on-site security by a licensed security company.</i>

Insurance Certificate

Attach your Certificate of Liability insurance valid over the dates of the filming operations, naming the **Town of Leesburg, Virginia** as an additional insured in the amount of at least \$1,000,000. The Town's address on the certificate should be: 25 West Market Street, Leesburg, VA 20176.

Release

The production company and its representatives ("company") assume all risks in the use of Town of Leesburg property for the permitted filming operations. The company shall be solely responsible and answerable in damages for all accidents and injuries to persons or property and agrees to defend, indemnify and hold harmless the Town of Leesburg, its officers and employees from any and all claims, suits, losses, damages, and injuries to persons or property caused in whole or in part by the company, its representatives, agents, or employees or by the filming operations.

Company Representative Name (printed): _____

Signature: _____ Date: _____

Town Staff Use Only

Date Received: _____

- Map/Site Plan Attached
- Insurance Certificate Attached
- Facility Rental Fees Apply
- Zoning Review Required
- Parking Meter Bags
- Right-of-Way Permit Required
- Street Closure/Traffic Control
- Other Staff Assistance Required

Comments:

Fee Estimates

Facility Rental Fee	_____
_____ Hourly Rate	
_____ # Hours	
DPW Fee	_____
_____ # Staff	
_____ # Hours	
LPD Fee	_____
_____ # Officers	
_____ # Hours	
Other Fees	_____
<i>Describe:</i>	
Total Estimated Fees	_____

Approved: **Yes** **No**

Signature

Date